



Loudoun County, Virginia

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Department of Financial Services

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March 2, 2004

CORRECTIVE ACTIONS FOR FINDINGS

- 03-01 The County is in the process of reviewing and revising grant procedures. The current procedures (BUD-03) require all reports to be reviewed and approved by the Department of Financial Services. Financial Services is in the process of setting up a system to ensure compliance with grant reporting requirements.
- 03-02 Current County grant procedures do not include this requirement. The County will update procedures to ensure that the certification of suspension or debarment is a required document.
- 03-03 The County has revised the approval path in the County purchasing system to ensure that purchases are approved by the appropriate personnel.
- 03-04 Certification of employee time has been implemented on a periodic basis for the Head Start and Title 1 programs.
- 03-05 The County is in the process of reviewing and revising grant procedures. The distribution of interest earnings or any applicable federal grant will be included in these revisions.

Paul N. Arnett, Comptroller

Ronald C. Pennington, Assistant Comptroller